User Guide

for

My Neighborhood

Baltimore County's
Internet Mapping Application

Revised June 15, 2011

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Welcome to My Neighborhood

Baltimore County's My Neighborhood Application is an interactive map to find information specific to Baltimore County. The application enables users to search for locations by an address or tax account number, identify features such as zoning designations, find additional information related to the data, link to Real Property (tax assessment) information, planimetric/topographic data, view aerial photography, measure distances, and print maps.

Upon the first visit to the website, users will be directed to download a one-time, free Silverlight plug-in directly from Microsoft via a link. If you are using an Apple MAC OS X and need to install Silverlight, do not use the install link provided on the application page. Instead, please use the following link to install the proper plug-in: http://www.microsoft.com/mac/otherproducts.mspx The application may be slow to load during the first visit. Loading is faster during subsequent visits.

As My Neighborhood opens, users will see a screen with the warranty and disclaimer regarding the data used in the application. After reading this information, users must click in the box next to "I read and agree with the full User Terms, Conditions and Disclaimer" and click on "Enter" to access the application.


System Requirements

- Microsoft Silverlight plug-in is needed to run the application. An install link is provided for users on their first visit to the site or at (web link). For Apple MAC OS X users, please go to http://www.microsoft.com/mac/otherproducts.mspx to install Silverlight.
- Pop-up blockers must be disabled for My Neighborhood to function properly. All application has hyperlinks that open a new window
- For best results, a high speed internet connection is suggested.
- My Neighborhood was tested using Internet Explorer 8.0 and Mozilla Firefox 3.5.3.

Application Overview

The My Neighborhood application contains five main sections:

1. Search Tools
2. Theme Bar
3. Side Panel
4. Map Window
5. Application Links
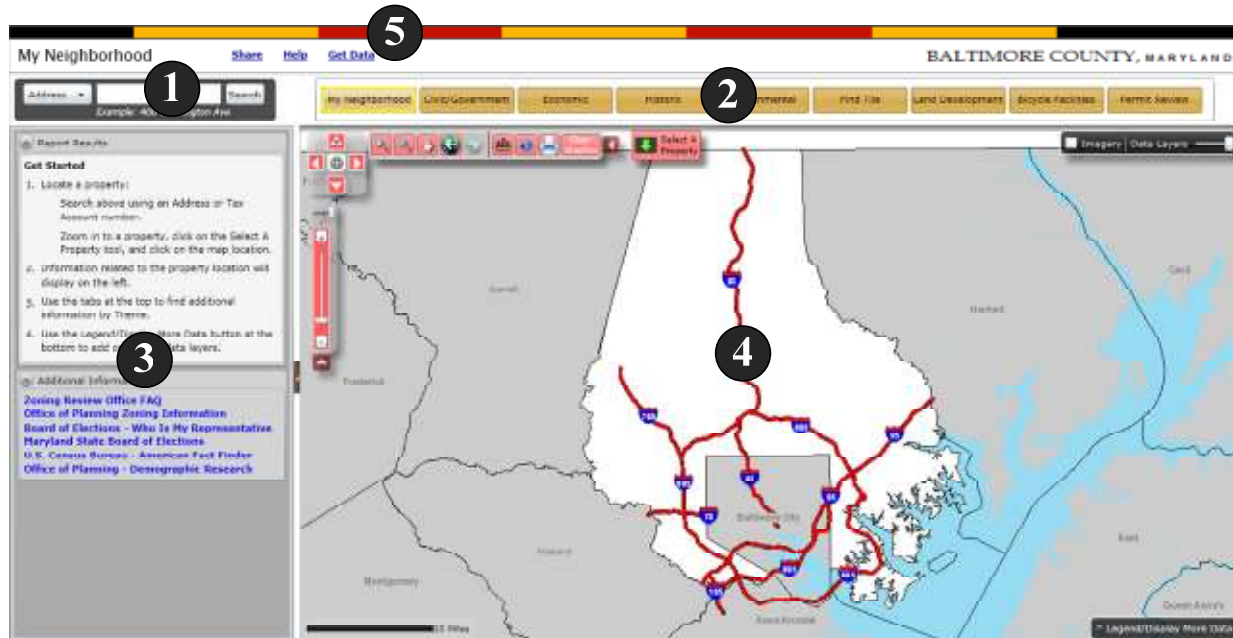
1. **Search Tools**

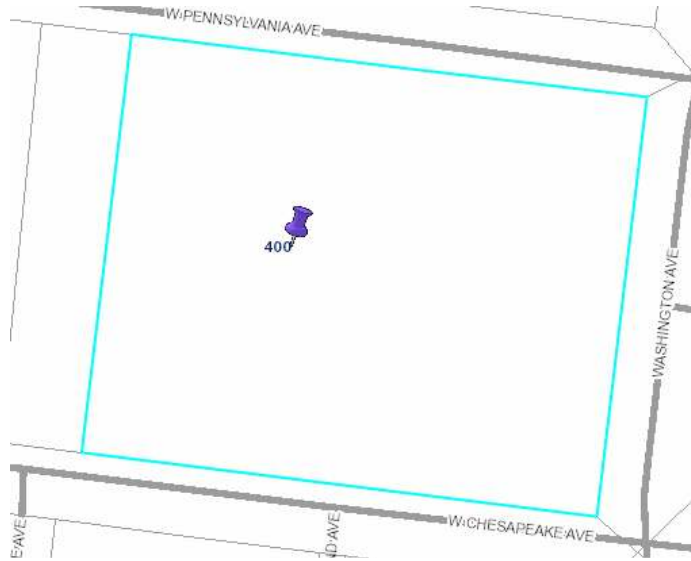The Search Tools allow users to search by:

- an address

- a tax account number

The selected property will be highlighted and a push pin symbol will appear.
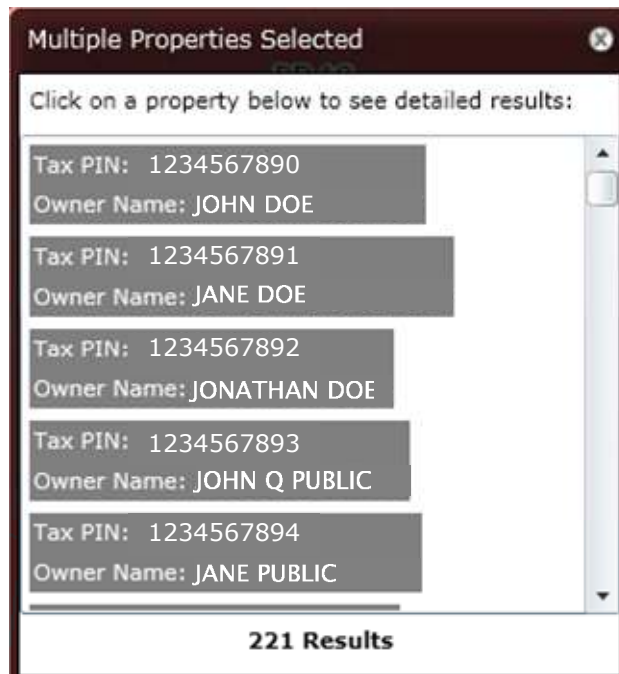

More than one result may be returned. The application will zoom to a property if the address result has a Percent Match of 100. A match of less than 100% means there was not an exact match with the address list used in My Neighborhood. The street name could be misspelled or different, the street suffix could be different, or the street number didn't match. Users can select other results from the list.

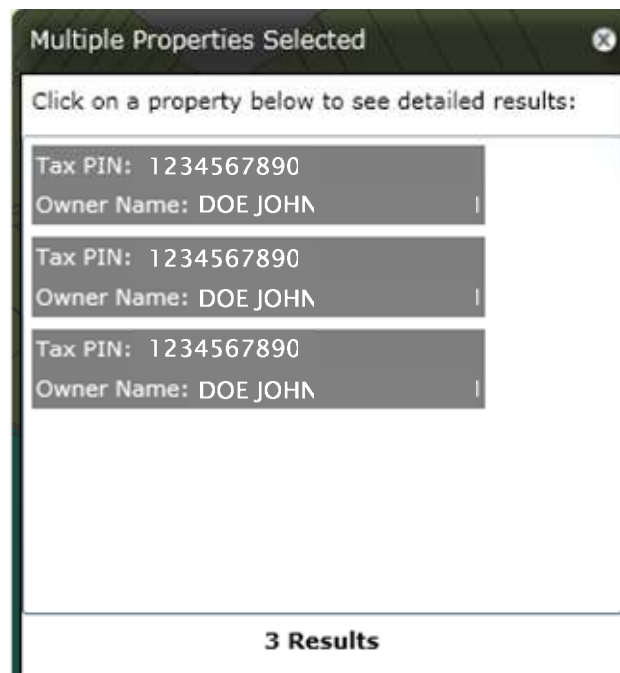| Address	Percent Match
400 WASHINGTON AVE	100
401 WASHINGTON AVE	64
405 WASHINGTON AVE	64

Click on the arrow to collapse the Address Search Results Section.

Other instances where users will see multiple results include:

- Multiple tax accounts for a single address (as in a condominium building, an office building, or a shopping mall)
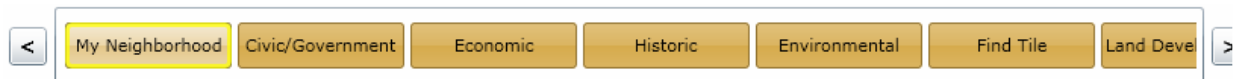
Multiple Properties Selected

Click on a property below to see detailed results:

Tax PIN: 1234567890
Owner Name: JOHN DOE

Tax PIN: 1234567891
Owner Name: JANE DOE

Tax PIN: 1234567892
Owner Name: JONATHAN DOE

Tax PIN: 1234567893
Owner Name: JOHN Q PUBLIC

Tax PIN: 1234567894
Owner Name: JANE PUBLIC

221 Results

- Multiple parcels with the same tax account number

Multiple Properties Selected

Click on a property below to see detailed results:

Tax PIN: 1234567890
Owner Name: DOE JOHN

Tax PIN: 1234567890
Owner Name: DOE JOHN

Tax PIN: 1234567890
Owner Name: DOE JOHN

3 Results

Click on ⊗ to close the Multiple Properties Selected box.
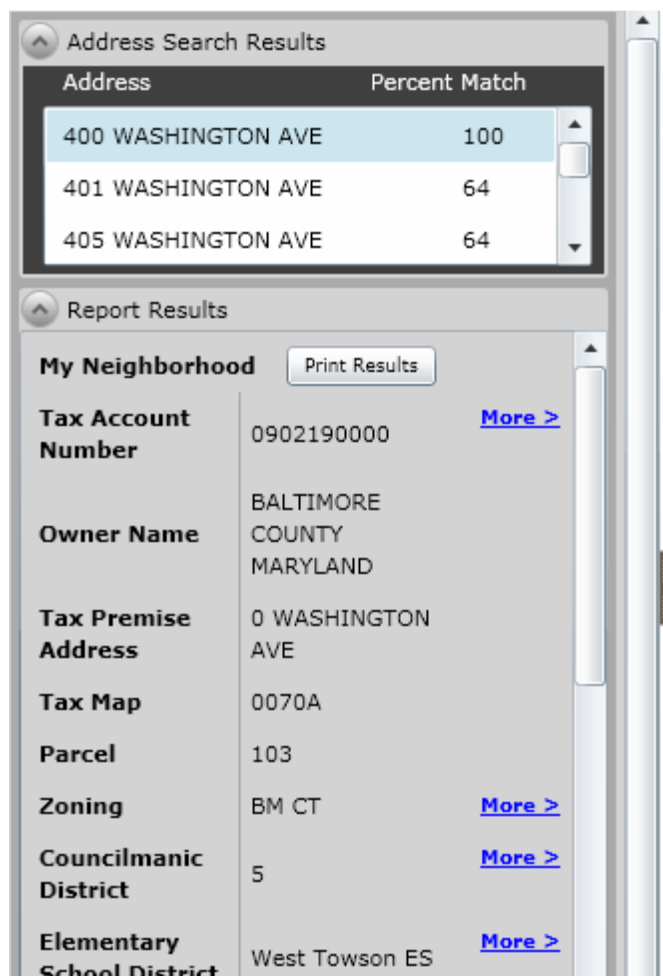
2. **Theme Bar**

Themes are data layers presented as groups. Certain layers specific to each theme turn on by default. Some layers may be repeated between multiple themes. Refer to the Data Descriptions and Theme Information for more about the themes. The active theme will have a yellow border around it.

The default theme is My Neighborhood. Users may switch to another theme by clicking on it. If the user turns on additional layers from the Legend/Display More Data button and switches to another theme, these additional layers will be turned off. The user has to turn them on again. All of the tabs may not be visible depending upon the screen resolution. Users can see additional tabs by using the scroll buttons.

3. **Side Panel**

The Side Panel displays the address search results, (data layer) results, additional information, and contact information. Each of these sections can collapse and expand using the arrow next to the section name.

The Address Search results compares what the user entered for the search and the address list used in My Neighborhood.

A report can be generated from the results by clicking on the Print Results button.

The small arrow in the middle of the side panel allows the side panel to collapse and expand.

Additional functionality and information is available for some of the results through the More > button. (See the next page for more information)

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Additional Information

Department of Economic Development
Commercial Revitalization Overview
Enterprise Zones Overview
Major Business Parks in Baltimore County
Baltimore County Chamber of Commerce
Office of Planning - Zoning Information

Contact Information

For Questions & More Info, please contact...
Department of Economic Development
(410) 887-8000
businesshelp@baltimorecountymd.gov

Web links providing contacts and additional information for the data are presented by specific theme. The links change as the user switches themes.

*These links will not work if the website is down

Contact information is available for some of the themes. A phone number and email address are displayed.

More functions

After the **More >** is clicked, additional functions are visible:

Zoom To   Zoom to the location of a result for a specific data layer.

Turn On Zoning
Turn Off Zoning   Turn on a data layer not visible on the Map where results are shown. After the layer is turned on, the user can turn the layer off using the same button, now appearing as Turn off.

Zoning Details   Go to a web page for additional information about the result or about the data layer in general.
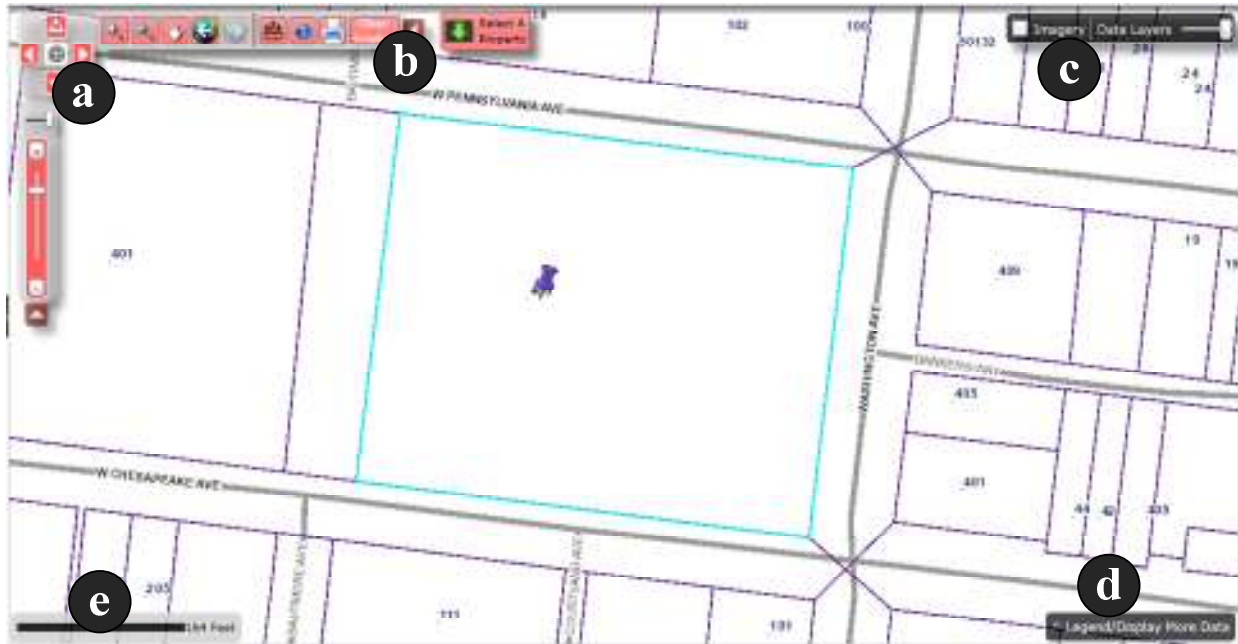
Switch Theme to Environmental   Switch to another theme.

Click on **More <** again to close the more functions.

4. **Map Window** - The Map Window contains the following elements:
   a. Navigation
   b. Advanced Map Tools
   c. Imagery Control
   d. Legend/Display More Data Tool
   e. Scale Bar

a. *Navigation*

Zoom In/Zoom Out - Users can zoom to a location by using any or all of the following:

The Zoom In and Zoom Out buttons

The Zoom Slider

Scrolling forward on the mouse wheel

Zoom Slider Controls

The transparency of the Navigation and Advanced Map Tools can be changed. By sliding the bar to the left, the tools will appear more transparent, so the user can see anything on the map beneath them.

The arrow below the Zoom Slider collapses and expands the Zoom Slider tool.

Pan - Users can move around the screen using:

The hand symbol

The directional arrows

Map Extent - The geographic area shown on the map. This can be changed by a variety of tools, such as Pan, Zoom In, Zoom Out, Full Extent, Previous Extent, and Next Extent.

Full Extent - Users can zoom out to show the Baltimore County boundary. Not all data layers are visible at this extent.
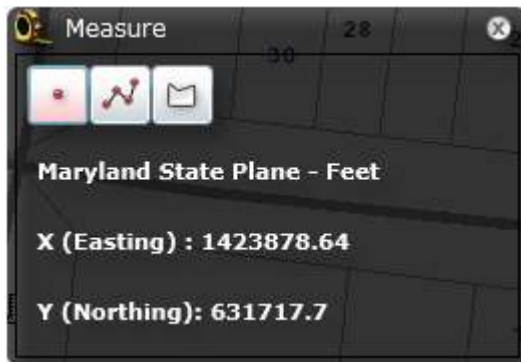
Previous and Next Extent - Users can go back to a previous extent or forward to the next extent on the map.

b. *Advanced Map Tools*

Measure - The measure tool provides users information about a point, line, or polygon. A Measure window appears on the screen.

Point features - Click on the Point symbol, then click on the map.

Users are given the X and Y coordinates in the Maryland State Plane Coordinate System.

Users can also obtain the X and Y coordinates by hovering the cursor over the pushpin symbol after an address search is performed.

Line features - Click on the Line symbol. Click on the map once to begin a line segment. Double click again to end the segment. To measure multiple segments, left click to begin a segment. Click once to end the first segment and begin another. Double click to end measuring line segments.
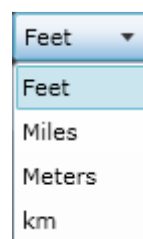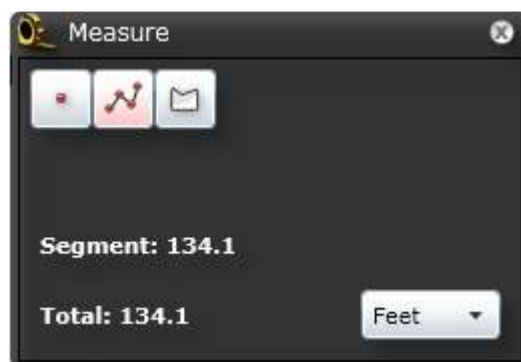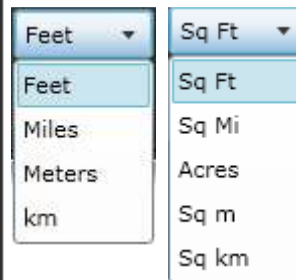

Convert to other units by clicking on the arrow next to "Feet" and clicking on the unit desired.

The calculations are performed instantly.

Polygon features - Click on the Polygon symbol. ⬜ Click on the map to begin the polygon. To change direction, click once to create a vertex. Double click to complete the polygon.
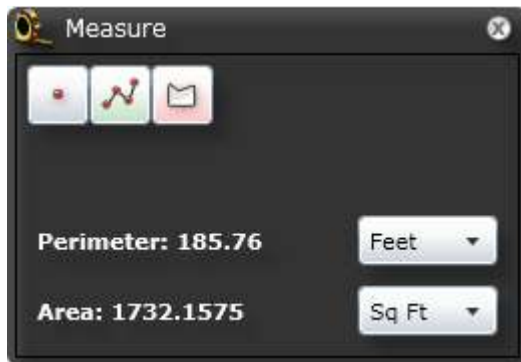
The perimeter and area are given.

Convert to other units by clicking on the arrow next to "Feet" and "Sq Ft". Change to the desired units.

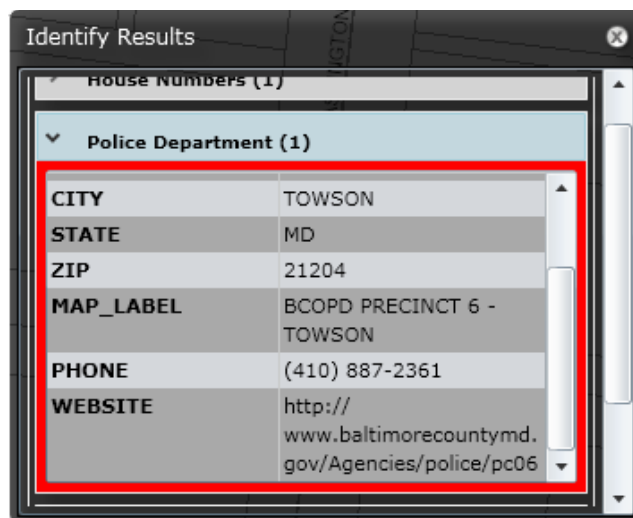The calculations are performed instantly.

Close the Measure window by clicking on the ⊗ .

Identify - Find additional information and hyperlinks not found in the Side Panel.

Click on the Information button 🛈

The cursor changes

Click on any feature in the map and the Identify Results window appears.

Users can click on hyperlink fields to access websites.

Close the Identify Results window by clicking on the "X". ⊗

Print Map - Click on the Print Map tool. The screen will change to show a preview of the map. This preview includes the Baltimore County seal, a title that can be changed by the user, a north arrow, a disclaimer, and the date.
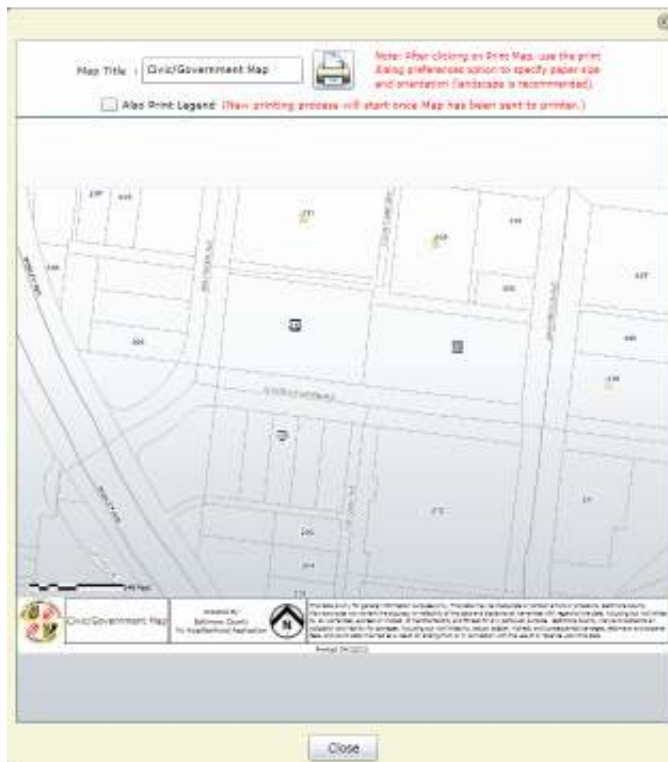
Add a Map Title at the top

Print Legend - click in the box next to
✓ Also Print Legend

The legend will print after the map has printed.

Click on the printer symbol.

Select the printer and change the page orientation to Landscape (recommended).

After the map has printed, a Map Legend window appears and a printer window. Portrait orientation is recommended for the Legend. If no print window appears, click on the Print button at the top.

Close the Map Legend window by clicking on the ❌ in the upper right corner.

Close the Print Map tool by clicking on Close at the bottom or ⊗ in the upper right corner.

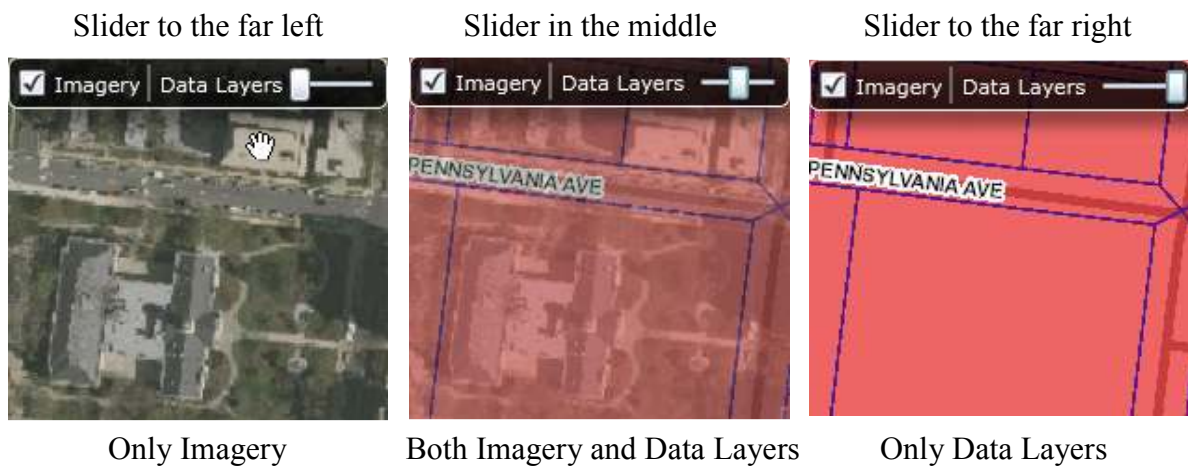Clear Graphics - The [Clear Graphics] button removes the following from the screen:

- Features selected when the user clicked on "Zoom to…"

- The push pin symbol created by the Search tool.

- Any graphics drawn by the Measure tool.

- The symbol created by using the Identify tool.

*Note: A selected property will remain selected with the blue highlight.

Collapse the Advanced Map Tools - the arrow next to the Clear Graphics button will collapse the Advance Map Tools.

Select A Property - The [Select A Property] button is used to manually select a property. The property will be highlighted in blue and information for the selected property and theme will appear in the Side Panel.

c. *Imagery Control* - Check the box to turn on Imagery. [☑ Imagery | Data Layers ——] The slider next to Data Layers controls the transparency of the data layers.

Slider to the far left	Slider in the middle	Slider to the far right
Only Imagery	Both Imagery and Data Layers	Only Data Layers

d. *Legend/Display More Data Tool* - The [^ Legend/Display More Data] tool allows users to turn on or off the data layers.

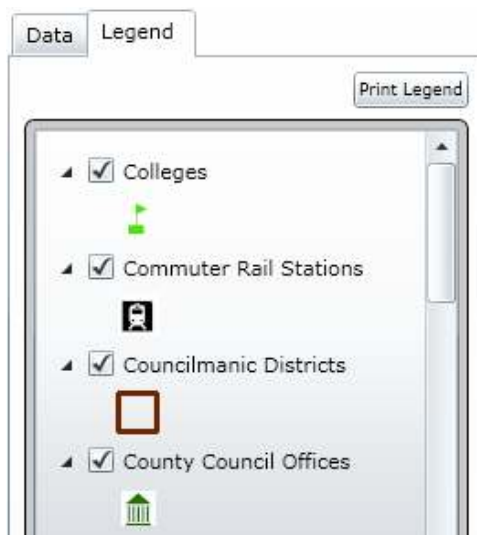In the Data tab, the data layers are sorted by name.

The slider can change the transparency of the layers

View symbology for any layer

If the layer is gray, it won't turn on at that scale. Zoom in to make it available.

The Legend tab displays the turned on (or "active") data layers. Layers that are not turned on will not appear in the Legend list.

The legend can be printed using the Print Legend tab. [Print Legend]

Refer to the Print Map tool for Printing a Legend.

Close the [v Legend/Display More Data] tool by clicking on the button again.

e. *Scale Bar*- The scale bar appears in the lower left corner on the screen.
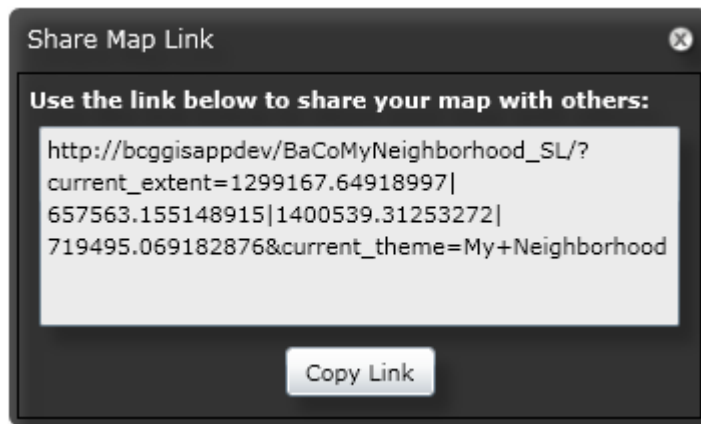

The area in the black box indicates the measurement shown on the screen is equal to the number of feet on the ground.
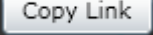
5. **Application Links**

The Application Links enable users to share a URL (Map Link), locate help, and learn how to acquire data.

Share   Help   Get Data
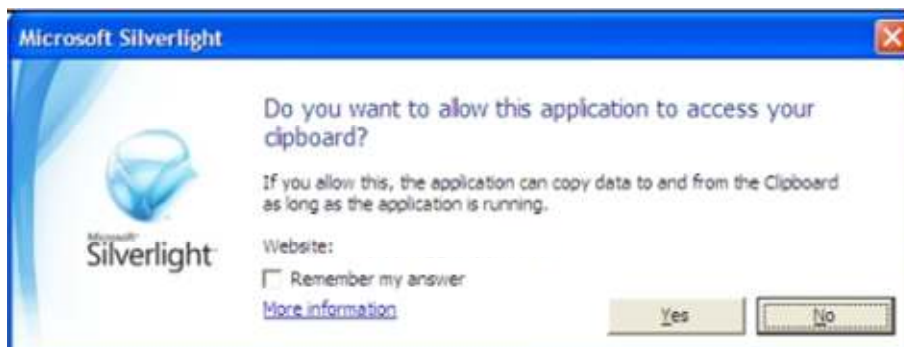
Share – Users can share the map extent and current selected theme.

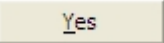Click on [Copy Link] and paste into an email or other document.

Click on ⊗ to close the Share Map Link box.

The user may be prompted to allow Silverlight to access the clipboard.

Click in the box next to ☐ Remember my answer and click on [Yes]. The popup should not appear during future visits to My Neighborhood.

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Help - The Help link opens the My Neighborhood web page supported by the Geographic Information Systems (GIS) section in the Office of Information Technology. On this page, users can find:

- The User Guide
- Frequently Asked Questions and the answers
- Data Layer Descriptions and Additional Information
- A Legend of all the layers used in My Neighborhood
- Update Information
- System Requirements
- Contact Information for reporting technical issues or problems

Get Data - The Get Data link opens the Public Access web page for the Geographic Information Systems (GIS) section in the Office of Information Technology. Users will find information about how to order GIS data.

Glossary

Map Extent The geographic area shown on the map. This can be changed by a variety of tools, such as pan, zoom-in, zoom-out, full extent, previous extent, and next extent.

Maryland State Plane Coordinate System A coordinate system is used to define a position in space . For additional information, please refer to the Maryland Geological Survey's User's Guide to the Maryland Coordinate System.

Percent Match The higher the percentage, the more likely the address search input by the user matches the address data used in the application. If the score is below 100%, a variety of reasons could explain why an exact match was not found. The street name could be misspelled, the street suffix could be different, or the street number didn't match.

Tax Account number Referred to as the Account Identifier, it is assigned by the Maryland State Department of Assessments and Taxation (SDAT) to real property. Please visit their website for more information regarding SDAT - Real Property.

Theme A theme is a group of data layers. Other than the My Neighborhood theme, the data in other themes are related.